

LIBRARY CLERK

DEFINITION: Under general supervision, performs library services work of moderate difficulty in maintaining a departmental collection of books, periodicals, documents and other reference materials; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Organizes and maintains a specialized reference library for a department; responds to requests for specialized information by reviewing departmental materials and Internet sources; researches, orders, categorizes, catalogues and shelves new books, periodicals and other media specific to department operations; maintains an inventory of all materials; organizes and files materials utilizing manual or electronic media; categorizes items using appropriate numbering system to facilitate prompt location and retrieval of information.

Maintains special collections including maps and electronic media; assists departmental patrons with information searches using automated systems; works with departmental staff to identify and meet library needs, locates materials from other resource libraries and requests specific publications; maintains current subscriptions to professional publications as needed; performs clerical duties, answers telephone and entering data.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of manual and automated library filing systems.
Knowledge of the Dewey Decimal and Library of Congress Classification Systems.
Knowledge of print and electronic information resources.
Skill in utilizing computer databases to research, maintain, and update records and files.
Skill in developing and maintaining effective interpersonal relations.
Skill in following oral and written instructions.
Skill in providing customer services to library patrons.
Skill in the operation of standard office equipment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift moderately heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and two (2) years general office work experience which involved the filing and retrieval of documents; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require possession of a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.